

Shaheed Bhagat Singh State University, Ferozepur

(Formerly, Shaheed Bhagat Singh State Technical Campus, Ferozepur) (Established by Punjab Government vide Act No. 10 of 2021)

Ref No: SBS/FZR/COE/3680 Date: 25/04/2025

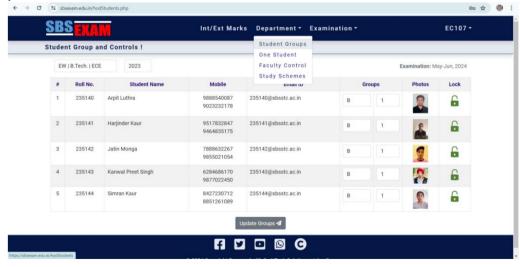
PROCEDURE FOR EXAMINATION FORM FILLING IN HOD LOGIN

Regular and reappear Examination Forms are to be filled at https://sbsexam.edu.in

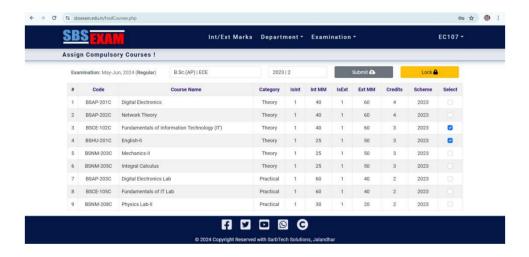
A. Filling of Regular Examination Forms

The Admit Cards are to be created in the HOD Logins only. The following is the stepwise procedure:

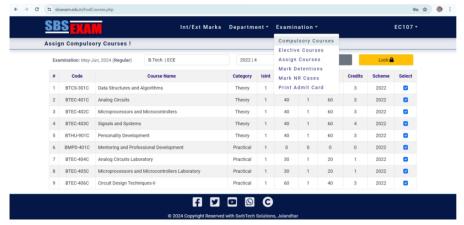
- a) Login at https://sbsexam.edu.in using HOD Login credentials.
- b) Go to Department → Students Group. Select appropriate Program and Batch. Student list will be displayed. Change the Groups for the students wherever required and click Update Groups.
- c) Please do confirm that students have uploaded their proper PP Size photos and last column in the table shows locked status.
- d) If photo not available, ask the student to update his/her profile. Lock the student profile.



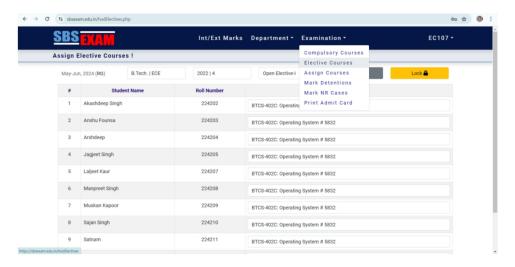
e) Go to **Examination** → **Compulsory Courses**. Select required **Program** and **Batch** | **Sem**. A list of compulsory courses will be populated.



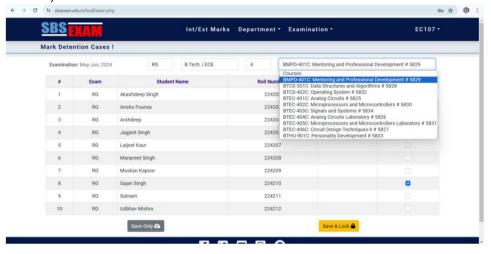
- In case number of students in batch is less than equal to 30 and the number of compulsory subjects is up to 10, select all the required compulsory courses at a time and click Submit.
- ii. Otherwise, for number of students more than 30 and/or number of subjects are more than 10, then
 - a. Select the compulsory courses in pairs and then click Submit.
 - b. Wait for the process to complete (Do not lock).
 - c. Now uncheck already submitted courses. Select the next two courses and click **Submit**. Wait for the process to complete.
 - d. Repeat these steps (a. to c.) to submit all the compulsory courses in parts. At the end of the completion of the process all the required courses must be checked as shown.



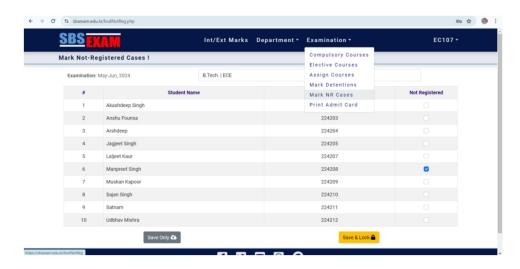
- iii. Click the **Lock** button to finally lock compulsory courses.
- f) Go to Examination → Elective Courses. Select required items from Programs,
 Batch | Sem and Electives dropdowns.
- g) Select opted elective course from available list of courses for each student.



- h) Repeat, if the number of elective courses is more than one.
- i) Finally, click the Lock button to lock assignment of Elective Courses. Kindly ensure that each student is allocated the correct elective subject.
- j) HOD are then required to mark the detentions. Go to Examination → Mark Detentions. Select required from Exams, Programs, Sem and Courses dropdowns. Mark tick in detention checkbox wherever required and click Save & Lock button (Click Save Only button only for temporary save; Need to be locked later on).



- k) Repeat these steps to mark and lock detentions in all courses.
- l) Locking of detention is required even if no one is detained in any course.
- m) Go to Examination → Mark NR Cases to confirm Not Registered cases. Select required from Programs and Batch | Sem from top dropdowns. Mark tick in the checkbox for required Not-Registered case(s). Click Save & Lock button to finally confirm locking of NR Cases.



n) Go to the option Examination → Print Admit Cards. Select required Exams (as RG), Programs and Batch | Sem from dropdowns. A list of created Admit Cards for regular students will be displayed. Take print out and distribute to students.



In case of reappear cases, the department must check subjects filled and verify the Examination Fee Receipt before locking the reappear Examination Form. Then the reappear Admit Cards can be printed.

B. Filling of Reappear Examination Forms

The Reappear examination forms have to be filled by the concerned students at https://sbsexam.edu.in through their Student Logins. After submitting and locking RP Form, the student will approach to the department office with a receipt of Reappear Examination Fee paid by him/ her for the RP Admit Card.

- a) Login into HOD Login with the given credentials.
- b) Go to Examination → Print Admit cards. Select required Exams (as RP), Programs and Batch | Sem from dropdowns
- c) A list of submitted and locked examination forms will be displayed with the details of Fee+Fine Amount, Receipt No., Dated and Status (unlocked). Match the data with the fee receipt provided by the student and click Lock button. Once locked, the RP Admit Card of that student can be printed.



C. Student Profile

The basic student data like name, father's name, Roll Number and authorized email ID are locked. In case any change is required for these basic credentials, the student should be asked to contact DCOE (C&S) with an application through the department.

- a) Login into HOD Login with the given credentials.
- b) Go to **Department** → **One Student**.
- c) Enter the roll number. The profile data is displayed with password.
- d) The profile may be locked/ unlocked as required.

Controller of Examination

CC:

- Registrar
- Dean Academics/ DSW
- All HODs
- University website